

ILRC'S ONLINE SERVICES

REGISTRATION, ACTIVITY AND GIFT REPORTING ONLINE

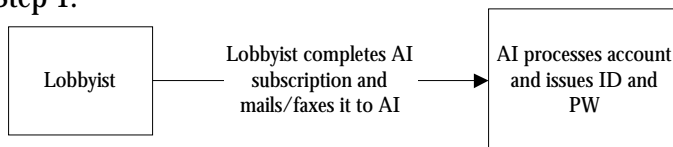
OVERVIEW

Access Indiana, in cooperation with the Indiana Lobby Registration Commission, has developed four new interactive services, geared toward helping lobbyists interact more efficiently with the State of Indiana. This document will take you through the easy process of, the onetime pre-registration setup necessary to access these online services and, also, through submitting an online filing. This new online system allows third party filing, also, so this document will also walk you through that modified process.

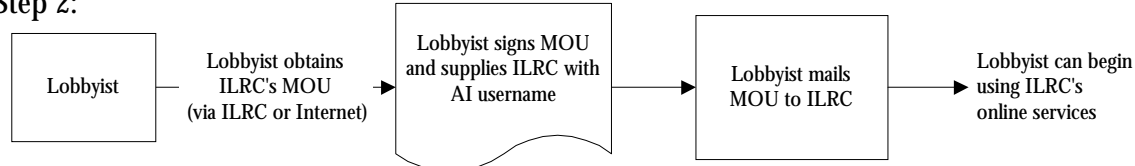
ONETIME PRE-REGISTRATION PROCESS

Because the ILRC filings contain confidential information, these new online services have enhanced security features such as requiring a lobbyist to enter a username and password prior to logging into the application. In order to obtain this login information, a lobbyist must have a network subscription to Access Indiana* and, also, file a memorandum of understanding (MOU) with ILRC. The subscription agreement to the network can be found in this packet of information and must be renewed annually. The MOU will be available online within the next couple of weeks or can be obtained through ILRC's office, this process need only occur once. The Access Indiana ID must be included on the MOU so ILRC can properly process the lobbyist's information before he/she can use the online services.

Step 1:



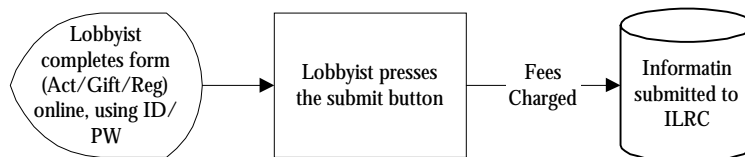
Step 2:



* If a lobbyist wishes to have a third party prepare these documents on their behalf, an MOU is still required by the lobbyist but the ID and password is only required by the preparer.

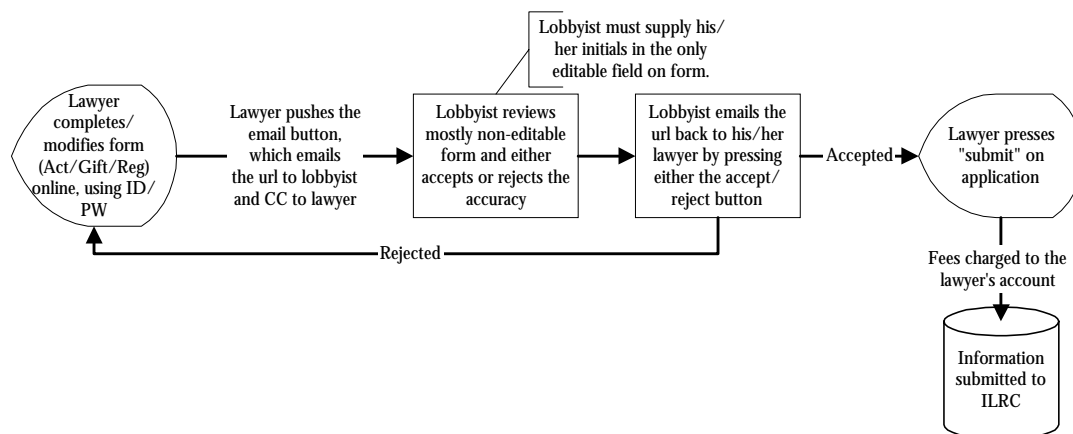
LOBBY REGISTRATION/ACTIVITY/GIFT REPORTING (FILING WITHOUT A PREPARER)

The process is simple for those lobbyists submitting their filings without the use of a preparer. The process is outlined below and involves the lobbyist logging onto the application, completing the form and pressing submit. This information is automatically transmitted to ILRC, without the normal delays of completing the filing on paper and mailing it in. Another time saving benefit is the reuse of information already stored in ILRC's system. Once you register as a lobbyist, the system "remembers" who you are and will pre-fill your contact information for each sequential filing. If your information has changed, you simply update the information as you file and continue with the report. The system then "remembers" your new information for future filings.



LOBBY REGISTRATION/ACTIVITY/GIFT REPORTING (FILING USING A PREPARER)

What if you normally have a third party prepare your filings for you? No problem! ILRC's system has been designed to accommodate the way you currently do business with the state. Your preparer can complete your information, send you an email for your approval, then submit it to ILRC with a simple click. It's that easy!



PRICING

Access Indiana, in cooperation with ILRC, is offering these services to you for a small convenience fee outlined below. A subscription to Access Indiana costs \$50 annually and has many benefits beyond being able to file lobbyist reports online. These benefits include, new hire reporting with the Dept. of Workforce Development and Secretary of State's corporate filings. There are many additional online services that are highlighted in this packet and at the following URL:
<http://www.state.in.us/premium>

There is nominal total cost of \$1 per filing for an activity or gift report when filing online and a total cost of \$110 when filing your annual registration statement online. There are additional charges for late submissions.

CONCLUSIONS

The Lobby Registration Commission has worked diligently to streamline their filing process to make it even easier to file your reports. After the onetime pre-register process, you will be able to register or renew your lobbyist status or file your activity and gift reports online, without ever reentering your contact information. This is just another example how we are transforming relationships between business and government, one interaction at a time.